

U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
P.O. BOX 96454
WASHINGTON, D.C. 20090-6454

PROCESSED COMMODITIES HANDBOOK
CHAPTER 5
VA INSPECTIONS
8/1/94

CHAPTER 5

VA INSPECTIONS

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5.1 GENERAL INFORMATION

- a. The U.S. Department of Veterans Affairs (VA) provides hospital, nursing home and domiciliary care, and outpatient medical and dental care to eligible veterans of military service in the Armed Forces.
 - (1) The VA National Acquisition Center purchases food items for VA medical centers and furnishes supply support of food items to other agencies.
 - (2) FGIS is responsible for the inspection and certification of processed grain products purchased by the VA.
- b. The VA uses a Purchase Order for Supplies and Services (see attachment) to transmit the following information:
 - (1) Vendor's name and address,
 - (2) Order number,
 - (3) Contract number,
 - (4) Inspection location,
 - (5) Commodity name,
 - (6) Description (type) of commodity,
 - (7) National stock number,
 - (8) Federal specification number, Commercial Item Description (CID) or standards, and date, plus any amendment thereto,
 - (9) Paragraph changes noted in the description section to be incorporated in the proper Federal specification or CID,

- (10) Quantity of product being purchased (including units) and,
- (11) Marking provisions and illustrations.

5.2 RESPONSIBILITIES

- a. The contractor is responsible for:
 - (1) Contacting the FGIS field office in sufficient time prior to shipment to arrange for the required examinations and laboratory tests to ascertain whether or not the commodity and its packaging, packing, and markings meet contract specifications.
 - (2) Furnishing the field office, upon request, all applicable specifications, amendments, and other information as needed to perform the inspection.
 - (3) Making the lot completely accessible for examination and sampling.
 - (4) Providing the equipment for any required examinations. Otherwise, they will have to be performed by the Commodity Testing Laboratory (CTL).
- b. The field office is responsible for:
 - (1) Understanding the contract including all specifications, standards, etc.
 - (2) Discussing contract provisions, sanitation, product inspection procedures, and costs with the contractor (if possible, prior to start of production).
 - (3) Performing a sanitation inspection.
 - (4) Sampling and inspecting the product for compliance with provisions of the contract including completion of all required worksheets and Form FGIS-992, Services Performed Report.
 - (5) Obtaining a proper size sample of the food item according to the contract specification if it has an analytical requirement (e.g., ash, protein, moisture, etc.) and sending the sample, along with the laboratory copy of FGIS-992, to CTL for analysis,

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- (6) Issuing a FGIS-993, Commodity Inspection Certificate, upon completion of the inspection.

5.3 INSPECTION PROCEDURES

Perform VA inspections using the following procedures but not necessarily in the order given.

- a. Study the contract and all pertinent specifications and standards before going to the inspection location.
 - (1) Be sure that the Federal specifications, CID's, or standards and amendments (if any) are the version(s) specified.
 - (2) Incorporate the paragraph changes found in the amendment(s) and on the Purchase Order for Supplies and Services in the appropriate specification. Most changes deal primarily, but not entirely, with packaging (primary containers) and packing (secondary containers). Also, note that the Federal specification may call for online examination. However, the purchase order may change this requirement to a warehouse-lot inspection.
- b. Perform a sanitation inspection.
- c. Make sure the lot is completely accessible for inspection. If not, the contractor must make it so.
- d. Count the number of primary and secondary containers and verify this count with the foreman, manager, etc.
- e. Roller-stamp the containers. This is not required if the lot is to be checkloaded immediately.
- f. Perform all applicable examinations and tests required. If online examination is not required, ingredients need not be examined (a) for conformance to identity or (b) organoleptically.

- g. Select samples for examinations and tests in accordance with Chapter 2, Sampling.
- h. Complete the following:
 - (1) Form FGIS-992.
 - (2) Appropriate container examination worksheets: forms AD-0741 (glass), AD-0748 (rigid, semirigid, and metal), or AD-1023 (flexible containers).
 - (3) FGIS-952, Sanitation Inspection Report, (processed commodities).
 - (4) Worksheets (developed by the field office) for the various examination tables found in the referenced specifications.
- i. Certificate in accordance with Chapter 6, Certification.
 - (1) Before certifying that the product is in compliance with contract specifications, make sure:
 - (a) all applicable examinations were performed and the product was found to meet requirements, and
 - (b) the results from CTL show that the product meets the analytical requirements. Otherwise, a noncompliance shall be issued even if the VA waives the defect(s).
 - (2) The certificate must indicate:
 - (a) the VA order and item numbers; and
 - (b) that the product does or does not comply with contract specifications and, if not, the reasons.

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5.4 FAILURE TO MEET CONTRACT SPECIFICATIONS

In addition to the original inspection, the contractor is entitled under the AMA to retest, appeal, and new inspections. If a lot fails to meet contract specifications for any reason, including CTL testing, report the noncompliance promptly by telephone to:

Veterans Administration
National Acquisition Center
P.O. Box 76
Hines, IL 60141
Phone: (708) 216-2413

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PURCHASE ORDER FOR SUPPLIES OR SERVICES

ORDER FOR SUPPLIES OR SERVICE							
ISSUING OFFICE (If blank, name as "Ship To") VA SUPPLY DEPOT (901E) Veterans Administration INVENTORY MANAGEMENT DIV. P. O. BOX 27 KIRKS, IL 60141-0026				* THE PURCHASE ORDER NO. MUST APPEAR ON ALL PACKAGES AND PAPERS RELATING TO THIS ORDER. REQUESTING OFFICE VA SUPPLY DEPOT (901E) SHIP TO THIS ADDRESS ONLY: VA SUPPLY DEPOT BLDG 37 1st Ave. North of 22nd Street Broadview, IL 60153			
VENDOR RAYMOND-KADLEY CORPORATION P.O. BOX 492A SPRINGFIELD, NY 14803 Attn: RODOLFO MONES							
F.O.B. POINT Destination		TYPE OF ORDER <input type="checkbox"/> PURCHASE ORDER <small>(Subject to terms and conditions on reverse or attached sheets.)</small> <input checked="" type="checkbox"/> DELIVERY ORDER <small>(Subject to terms and conditions of the contract)</small>		PROPOSAL DATED		MAIL INVOICE TO THIS ADDRESS: DEPARTMENT OF VETERANS AFFAIRS SUPPLY DEPOT FISCAL DIV. (901A) P.O. BOX 7005 KIRKS, IL 60141-7005 <small>(CAUTION: This address for billing purposes only)</small>	
GOVT B/L NO.		DISCOUNT TERMS NET 30 SHIP VIA		DELIVERY TIME See Schedule		CONTRACT AND/OR INVITATION NO. 797DA309148	
ITEM NO.	DESCRIPTION	QTY ORDERED	UNIT	UNIT PRICE	AMOUNT	QTY SHIPPED	AMOUNT BILLED
	When making delivery appointment with the VA Supply Depot(s) Purchase Order Number must be given when appointment is made. USDA Certification Required - Certificate must accompany driver. Contractor to retain certificates for 2 years from date of certification. Shipment must be checkloaded or cases stamped (ink to be legible) by USDA Representative. Contracting Officer to be notified at once by phone of any noncompliance to this contract and failure to do so may effect price reduction. Early deliveries will not be accepted unless prior approval has been provided. Commercial markings acceptable. (continued)						
AUTHORITY FOR AND/OR METHOD OF PURCHASE				TOTALS		\$25557.00	
TYPED NAME AND SIGNATURE OF AUTHORIZED PURCHASING OR CONTRACTING OFFICER SPAMLEY KENNEDY				DO NOT COMPLETE IF SUBMITTING COMMERCIAL INVOICE			
* PURCHASE ORDER OR REQ. NO. 797309291		DATE OF PURCHASE ORDER OR REQ. 08/11/93		SHIPPING POINT		GROSS SHIPPING WT.	
FUND CERTIFICATION: The supplies/services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been obligated.				MAIL CHECK <input type="checkbox"/> (If different from Vendor's address above)			
APPROPRIATION AND ACCOUNTING SYMBOLS 36X4537				SIGNATURE OF VENDOR			
OBSOLETE BY		DATE		DATE			

VA FORM 80-2138-7
 JAN 1984

SUPPLEMENT VA FORM 80-2138, FEB 1985,
 WHICH WILL NOT BE USED.

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TERMS AND CONDITIONS

52.252-2. CLAUSES INCORPORATED BY REFERENCE (Apr 84). - This contract incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request the Contracting Officer will make their full text available:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.203-1 Officials Not to Benefit (Apr 84)

52.203-3 Gratuities (Apr 84)

52.203-4 Covenant Against Contingent Fees (Apr 84)

52.212-9 Variation in Quantity (Apr 84) (In the preceding clause, the permissible variations are stated in the schedule)

52.222-3 Convict Labor (Apr 84)

52.222-4 Contract Work Hours and Safety Standards Act - Overtime Compensation - General (Apr 84)

52.222-26 Equal Opportunity (Apr 84)

52.222-36 Affirmative Action for Handicapped Workers (Apr 84)

52.222-40 Service Contract Act of 1965 - Contracts of \$2500 or Less (Apr 84)

52.222-41 Service Contract of 1965 (Apr 84)

52.232-1 Payments (Apr 84)

52.225-3 Buy American Act -- Supplies (Apr 84)

52.232-8 Discounts for Prompt Payment (Apr 84) (With Alternate 1)

52.233-1 Disputes (Apr 84)

52.243-1 Changes - Fixed Price (Apr 84)

52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (Apr 84)

Additional Terms and Conditions

SHIPPING INSTRUCTION NO. 1

1. The following shall apply when the Order specifies "f.o.b. origin, transportation prepaid, with transportation cost to be included as a separate item on the invoice":

a. Consistent with the terms of the contract, pack, mark and prepare shipment in conformance with carrier requirements to protect the personal property and assure assessment of the lowest applicable transportation charge.

b. Add transportation cost as a separate item on your invoice. Insurance charges will not be paid unless the Order specifically requires that the shipment be insured. If shipment is made by other than parcel post, the invoice must bear the following certification: "The invoice"

transportation charges have been paid and evidence of such payment will be furnished upon the Government's request."

c. Do Not prepay transportation charges on this order if such charges will exceed \$100. Ship collect and annotate the commercial bill of lading, "To be converted to Government Bill of Lading." These instructions do not apply if the order in question is placed against a Federal Supply Schedule contract that authorizes prepayment of transportation charges regardless of cost.

SHIPPING INSTRUCTION NO. 2

2. The following shall apply when the Order specifies "f.o.b. origin, ship by parcel post.

a. The contractor shall forward the shipment by parcel post using the VA Form 60-3017 provided with the Order as an address label and postage.

b. The pre-addressed Post Office Department Certificate of Mailing, Form POD 3817, (also provided with the Order), is to be receipted by the sending post office and returned to the VA ordering office as evidence that the shipment was mailed. Vendors need not affix postage to the certificate of mailing (POD 3817). It will be accepted for mailing without postage when presented at the post office together with the package bearing the indicia label, VA Form 60-3017.

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CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D. 797DA309148 797309291		PAGE 3 OF 4	
NAME OF OFFEROR OR CONTRACTOR RAYMOND-MADLEY CORPORATION					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	<p>8920008901161 PR# 7973029344 CEREAL, ROLLED OATS. Shall be quick cooking, in accordance with Commercial Item Description (CID) A-A-20090A, dated March 26, 1986. Required shelf life is 12 months. Packed not more than 60 days prior to shipment. INSTRUCTIONS FOR USE AND/OR PREPARATION PACKAGING: 42 oz. package (cardboard/rigid container) UNIT: PG UNITS PER SHIPPING CONTAINER: 12 DELIVER 9/20-24/93 Delivery Date: 09/24/93</p>	15000	PG	\$0.8519	\$12778.50
2	<p>8920008901161 PR# 7973029344 DELIVER 12/27-30/93 REMITTANCE & CERTIFICATION: PO BOX 351 RAILROAD AVE & ACADEMY ST SPENCER, NY 14883 Delivery Date: 12/30/93</p>	15000	PG	\$0.8519	\$12778.50

HEHS FORM 01-128-0007

USDA

OPTIONAL FORM 338 (4-88)
Sponsored by GSA
FAR (48 CFR) 53.110

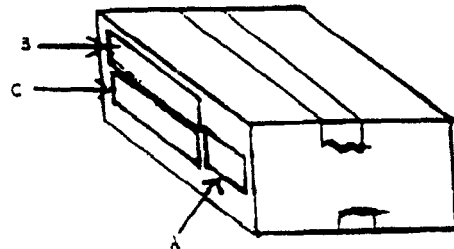
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INSTRUCTION TO VENDORS - In addition to the information that appears on the front of the order, the following is provided:
 Variance - Order is for the amount indicated. A variance of a plus or minus to the nearest OP, as stated on the order is acceptable. Quantities in excess are subject to rejection. Quantities in other than LP/OP are also subject to rejection. Delivery periods specified are the dates material is to be delivered to the destination(s) indicated. They are not the shipping dates. Early deliveries will not be accepted unless prior approval has been provided.

MARKING PROVISIONS AND ILLUSTRATIONS:

- SHIPPING CONTAINERS:** Unless otherwise specified in the contract, commercial labeling is acceptable. If the contract requires VA markings, please include the following information:
 (a) National Stock Number, (b) Item Name and Product/Model Number, (f) Quantity and Units of Issue, (g) Contractor's Name and Address, (i) Purchase Order Number or Delivery Order Number, (j) Gross Weight, Contract number and cubic displacement may be omitted. All other required markings under Paragraph S3.2.2.3, c, d, e, h, k, and l, shall apply as applicable.
- INTERMEDIATE CONTAINERS:** Containers shall be marked with regular commercial markings that identify the item and quantity, thereof, or shall be marked with the National Stock Number, Item Name, and Quantity.
- UNIT MARKING:** As required by item specification reference herein.
- SPECIAL MARKINGS: DATE OF PACK or EXPIRATION DATE** shall be indicated on **SHIPPING CONTAINER**.
- SIZE OF MARKINGS:** 3/8 inch in height. Where space does not permit, proportionately smaller characters shall be used, but not less than 3/32 inch.
- INK:** Shall be permanent and withstand normal abrasion. Color may vary, but regardless of the color used, it must provide definite contrast, be uniform and legible.
- LABELS:** Printed labels containing the above information are acceptable when applied with waterproof adhesive.

KEY LETTER	ITEM	EXAMPLE
	Name and address of consignee	Agency Name Address
	National Stock Number	6530-00-927-3047
	Item Name	JAR, OINTMENT, PLASTIC
	Product/Model No	9L87S
	Quantity and Unit of Issue	Unit Box Qty 6
	Contractor's Name and Address	John Doe Rye, N.Y
	Purchase Order Number	793-1000000
	Gross Weight	Gt. Wt. 44 lbs
	Special Marking	When Applicable



(SIDE OR END)

ADDRESSES OF DEPARTMENT OF VETERANS AFFAIRS SUPPLY DEPOTS:

MAIL & PARCEL POST

VA Supply Depot
 Federal Service Center
 5600 Rickelbacker Road
 Bell, CA 90201
 Com (213) 526-7438

RAIL CAR

Los Angeles, CA
 Los Angeles, Jct.
 Railway Co.

MOTOR AND U.P.S

Federal Service Center
 5600 Rickelbacker Road
 Bldg. 701
 Bell, CA

VA Supply Depot
 P.O. Box 27
 Huntz, IL 60141
 Com (708) 786-7644

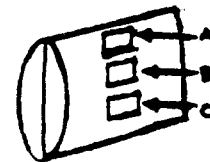
Broadview, IL
 IC RR

Bldg 37, 1st Ave
 North of 22nd St.
 Broadview, IL

VA Supply Depot
 Somerville, NJ 08876
 Com (908) 707-4320

Ruyoe, New Jersey
 CONRAIL, Freight

Federal Service Center
 Route 206 South
 Somerville, NJ



FOR F.O.B. DESTINATION SHIPPERS ONLY: For delivery appointments call the number indicated. Requests for delivery appointments must be made at least 48 hours prior to delivery.

FOR F.O.B. ORIGIN CONTRACTORS ONLY: For all F.O.B. Origin Shipments, call (908) 707-4321 to inform personnel of status of the order 5 days prior to specified delivery dates so that carrier can be notified and delivery appointments can be established for the appropriate depot(s).